

Chapter 14 – Forms for Family Day Care Home Sponsors

The Forms on the following pages must be used by sponsors of family day care homes unless an alternate form has been submitted to the State Agency and approved.

Forms are also available on the CACFP web page.

General Forms

Daily, Monthly, and Annual CACFP Record Keeping Requirements
Vendor Information Form
AFR and Instructions
CACFP Training Documentation
CACFP Daily Time Log
Monitor Staffing Requirements Form
5-Day Reconciliation Worksheet
Enrollment Form
Spanish Enrollment Form
Multi-Year Enrollment Form
Building for the Future Flyer
FDC Budget and Handbook
FDC Management Plan

Forms for Family Day Care Homes

Pre-Approval Visit for Family Day Care Homes
Permanent Agreement between the Sponsoring Organization and a Day Care Home Provider
Application for Free and Reduced-Price Meals (**changes annually**)
Instructions for completing the Application for Free and Reduced-Price Meals
Letter for Provider to Qualify as Tier I by Income
Letter for Tier I Provider to Claim Own Children
Parent Letter for Tier II Homes
Menu Planning Guide for family day care homes
Daily Participation and Attendance Record
FDC Monthly Meal Count and Claim for Reimbursement
Building for the Future Poster (English and Spanish)
Family Day Care Home Sponsor Policy Statement
Management Plan for Family Day Care Home Sponsors (subject to change annually)
Budget Summary Page
Budget Worksheets
Media Release for Family Day Care Sponsors
Mandatory Monitor Review Form
Change of Sponsor Form
Forms for State Agency Review Checklist